

**Governor's Office of Homeland Security
and Emergency Preparedness**
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
DIRECTOR

**Americans with Disabilities Act (ADA)
Policy Number: HR-0010**

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Approval:


James B. Waskom, Director

I. POLICY

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to abide by the requirements of the Americans with Disabilities Act of 1990 as amended.

II. PURPOSE

The GOHSEP prohibits discrimination against qualified individuals with disabilities in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities. The GOHSEP will provide reasonable accommodations, on request, including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs and activities.

III. APPLICABILITY

This policy applies to all employees, applicants for employment, and qualified individuals who access a program or service provided by the GOHSEP.

IV. REPORTING

If an employee of the GOHSEP has a grievance or discrimination or harassment complaint regarding the Americans with Disabilities Act (ADA) he/she may file a grievance or complaint under the GOHSEP's Policy, *HR-0012*

Grievance Procedure, or the HR-0025 Discrimination and Harassment Complaints Policy.

For non-employees who have a grievance or complaint regarding:

1. the accessibility of a GOHSEP facility; or,
2. the accessibility of a GOHSEP program,

The individual should contact the Human Resources Office who will advise the individual on the proper grievance or complaint procedure.

For more information, individuals may contact the Governor's Office of Disability Affairs at 1-877-668-2722.

V. REQUESTING AN ACCOMMODATION

If a GOHSEP employee or non-employee has a request for an accommodation in accordance with the Americans with Disabilities Act of 1990 as amended, the individual should follow the procedures outlined below:

1. Request in writing an accommodation with supporting documentation as applicable, i.e. doctor's certification.
2. Submit the request to the immediate supervisor with a copy to the Human Resources Office.

The immediate supervisor in consultation with the Human Resources Office and the GOHSEP Executive Counsel will review the accommodation request and notify the individual of GOHSEP's response.

VI. QUESTIONS

Questions concerning this policy should be directed to the Human Resources Office.

VII. VIOLATIONS

Employees found to have violated this policy may be subject to disciplinary action, up to and including dismissal.